



Job Title	Fleet Technician	FLSA Status	Non-Exempt
Band	PAR	Probationary Period	12 Months
Zone	5	Job Code	12681

Class Specification – Fleet Technician

Summary Statement:

The purpose of this position is to provide body, glass, paint repair, and wiring services to all fleet equipment. This is accomplished by providing estimates and necessary repairs on units involved in collision or minor damages and normal wear and tear, installing different beds and aftermarket items, installing emergency lights or advisory lights and equipment, prepping and painting, suspension frame repair, and interior and upholstery repairs. Other duties include ensuring safety, customer care, service and communication, and continuing training and education.

Essential Functions

Note: Regular and predictable attendance is an essential function in the performance of this job.

Time % (All below must add to 100%)

Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.

70%

Repairs, cleans, replaces, installs and modifies defective, missing, or malfunctioning components of mechanical, hydraulic, fuel, electrical, braking, steering, pumping, and other related systems of assigned vehicles and heavy equipment. Performs a wide range of automotive inspection, maintenance, and repair duties; modifies, tears down, repairs and reassembles major automotive components and assemblies including gasoline engines, automatic and standard transmissions, differentials, and front-end assemblies.

15%

Operates a variety of vehicles and equipment to test completed repairs, verifies existence of reported malfunctions and moves vehicles to needed locations within the service area. Installs a variety of parts and equipment on assigned vehicles including lights, trailer hitches, and generators. Operates a mobile repair vehicle to perform needed repairs and maintenance in the field; lubricate, repair and/or diagnose malfunctions of vehicles.

15%

Calculates an accurate cost estimate of repair work as assigned including labor, supplies, and parts costs. Ensures that all work activities adhere to all applicable federal, state, local, industry safety standards, and emissions mandates.



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Competencies Required:

Human Collaboration Skills: Work requires regular interaction involving exchange and receipt of information.

Reading: Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Math: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Writing: Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.

Technical Skills Required:

Skilled in a Technical Field: Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Equivalent to the completion of the twelfth grade (high school diploma or GED) supplemented by specialized training in automotive or heavy equipment repair and maintenance.

Experience: Two years of experience in fleet vehicle or equipment repair and maintenance.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Colorado Class B Driver's License	Upon hire
Automotive Service Excellence (ASE) Certification	Within 24 months of start date
Certifications required in accordance with standards established by departmental policy.	



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Supervision Exercised:

Position has no responsibility for the direction or supervision of others.

Supervision Received:

Receives Direction: This job title normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion.

Fiscal Responsibility:

This job title has no budgetary responsibility.

Physical Demands:

Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.

Environmental Conditions	Frequency
Primary Work Environment	Outdoors
Extreme Temperature	Daily
Wetness and Humidity	Daily
Respiratory Hazards	Daily
Noise and Vibrations	Daily
Physical Hazards	Daily
Mechanical and/or Electrical Hazards	Continuously
Exposure to Communicable Diseases	Rarely

Machines, Tools, Equipment, and Work Aids: Basic mechanic hand tools, welders, vehicle lifts, portable jacks, drill presses, metal sheers, metal break, drills and grinders, Snap-On modis for vehicles diagnostics, ProLink for diagnostics, and Cummings Insight for diagnostics.

Specialized Computer Equipment and Software: Microsoft Office and specialized vehicle maintenance software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: October 2014